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HISTORIC CONSERVATION



Program Guidelines

Fiscal Years 1988-89



Massachusetts
Council on
the Arts and
Humanities

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The Massachusetts Council on the Arts and Humanities is a state agency whose budget is recommended by the Governor and appropriated by the Legislature.

The programs described herein are subject to change.

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Cover: Photograph depicts photographer Edwin Hale Lincoln, taken in 1928 by Arthur Palme. Through the Historic Conservation Program, the Council has provided support for conservation of many Edwin Hale Lincoln works. The Council thanks Leo L. Lincoln, son of Edwin Hale Lincoln, for his kind permission to include the photograph in the FY 1988 guidelines. The Council also thanks Gary Burger, Director of the Berkshire Museum, for his assistance in locating the photograph.

THE COUNCIL

The Massachusetts Council on the Arts and Humanities is a state agency established in 1966 to "stimulate the practice, study, and appreciation" of the arts and humanities throughout the Commonwealth. Through its various funding programs, planning, and advocacy, the Council promotes active participation in the arts, humanities, and sciences for both children and adults.

The Council administers over 14 programs and supports many others administered by The Artists Foundation, New England Foundation for the Arts, and The Institute for the Arts. An introduction to Programs and Services, a 20th Anniversary Report, and guidelines for the programs of other departments—Community Arts and Education and Contemporary Arts—are available upon request. Funding lists which describe previously funded projects within each

funding category are also available at the Council.

The Council is committed to Affirmative Action not only as a matter of law but also as a policy designed to encourage the participation of all segments of the Commonwealth's population in Council programs. The Council encourages requests for projects in the arts and humanities which address the needs of Asian, Black, Cape Verdean, Hispanic, and Native American peoples, females, the disabled, and self-identified Vietnam-era veterans.* The Council also welcomes proposals for programs which reach geographically underserved and economically disadvantaged populations.

The Council continuously refines its programs and services to more effectively serve the arts, humanities, and informal science communities and the public.

INTRODUCTION TO HISTORIC CONSERVATION PROGRAMS

Historic Conservation is the Council's oldest funding program. Created in 1969, the Historic Conservation program has helped organizations in all counties of the Commonwealth restore hundreds of objects of historic and artistic merit. Notable among these are the Immigrant City Archives' (Lawrence) collection of photographs depicting Lawrence settlement house activity in the early 20th century; the birth, death, town meeting, and other records of the Town of Lanesborough; and the Old Dartmouth Historical Society's (New Bedford) collection of photographs which document the Black American and Cape Verdean involvement in the 19th century New Bedford fishing industry. In recent years, Historic Conservation has also helped organizations store and professionally manage their collections by providing funds for collections management training programs and purchase

of consumable storage materials.

Seventeen years of experience in the field of conservation and an assessment of Historic Conservation funding have prompted the Council to introduce changes in the program to better assist the conservation efforts of the state's diverse institutions.

Beginning in FY 1988, the Council will offer two-year support in the following areas:

Conservation Treatments and Storage provides Large and Small matching awards to treat objects of artistic and historic merit, and to purchase consumable items which will improve collections storage;

Collections Management awards funds to provide services to the field, such as site visits, collection evaluations, publications, and training programs which will improve the management of Massachusetts collections.

*This designation of minority populations is derived from the standards used by the State Office of Affirmative Action.



INTRODUCTION TO PROCEDURES

The Council makes funding decisions based upon the recommendations of advisory panels that meet to review and evaluate program applications according to the review criteria established for each funding program. For Historic Conservation proposals, these panels are made up of professionals (administrators, curators) from

museums, libraries, historical societies and other collecting organizations, conservators, and others with specific expertise relevant to the proposals under review. *The Council makes final funding decisions*, allocating funds based upon available resources and criteria for the program.

Funding Policy

Requests for funds must be submitted on the appropriate Council application form. The Massachusetts Constitution permits the Council to award its funds in the form of *reimbursement for services rendered only*. Council funds are available on the basis of a written contract for services. Since contractors must first spend funds before being reimbursed by the Council, applicants should consider their cash flow requirements in their project and budget planning. Partial funding may be awarded. Given limited resources, the Council may consider financial need as a condition of funding in certain cases.

Those organizations awarded funding through Historic Conservation will receive two-year awards contingent on the Council's yearly budget appropriation. To receive second year funding, organizations are required to complete an Interim Report which documents their plans for continuing programs and reports on the progress of 1988 programs. Final budgetary and narrative reports are required from each funded group upon project completion. *Please note that continued funding is not guaranteed beyond the length of the award contract.*

Acknowledgment

Groups that receive Council funding must include the following statement in all published materials and announcements: "This program is supported, in part, by the Historic Conservation program of the Massachusetts Council on the Arts and

Humanities, a state agency whose budget is recommended by the Governor and appropriated by the Legislature." Failure to meet this requirement may jeopardize funding under the contract.

Assurances

The Council requires each funding applicant to sign a Statement of Assurances as part of any funding application. This statement includes assurances that the applicant will comply with existing state and federal laws that prohibit dis-

crimination based on race, color, national origin, sex, or disability. Contractors must also be in compliance with Section 504 of the Rehabilitation Act of 1973.

Reconsideration Process

An organization may request reconsideration of a negative Council decision on its application if that organization can demonstrate that the Council failed to follow published application and review procedures. All requests must be submitted in writing within 30 days of the Council's

announcement of its decision. All requests must be directed to the Council Chairman who will instruct staff to circulate these requests to all other Council members for consideration at the next Council meeting.

**Funding
Restrictions**

All Historic Conservation awards must be carried out in accordance with the Standards of Practice established by the American Institute for Conservation. A written copy of the Standards of Practice is available at the Council's office.

All objects to be conserved must be owned by the applicant. Objects must be accessible to the public and must not be deaccessioned for at least ten years following the conservation treatment.

The Council *will not* fund:

- Capital expenditures, equipment, utilities, or office rent;
- Regular administrative salaries and ongoing expenses not directly related to the proposed project;

- Programs of college or university departments whose primary purpose is to educate college students;
- Programs of public universities or of Massachusetts state agencies or departments;
- The programs and activities of any church or religious denomination or society;*
- Refreshments, food, lodgings, or beverages.

For a detailed list of what the Council *will* fund and specific eligibility requirements, see the individual program descriptions elsewhere in this brochure.

How To Apply

The following steps must be taken to apply for Historic Conservation funds:

1 Interested parties should contact appropriate staff to discuss their proposal. This conversation will help determine if the proposal is appropriate for the funding program and how much additional planning will be required to complete a competitive application. Council staff is also available to assist in identifying underserved populations and communities.

2 An application form will be made available after the preliminary phone conversation. *All application forms, complete with*

supporting materials, must be received by the Council no later than March 30, 1987. Each category has a ceiling on the amount of funds which can be requested and different matching requirements. Please refer to these. Funding is highly competitive, and *applicants must be realistic in their requests.*

Council staff is available to assist in preparing the application.

Please refer to the timeline on page 10 for further information about key dates in the review process.

*The state Constitution prohibits the use of public money for the purpose of founding, maintaining, or aiding any church or religious denomination or society. Organizations that are affiliated with a church or religious organization but are separately incorporated, and which operate programs that are substantially cultural and non-denominational for the benefit of the public, are eligible to apply for Council funds.



CONSERVATION TREATMENTS AND STORAGE

Conservation Treatments and Storage provides two-year awards for institutions to professionally conserve and store objects of historical or artistic importance. The Council will accept applications from eligible institutions for treatment of an entire collection, or individual items selected as high priority for conservation treatment by a conservation survey. To complement the proposed conservation work, institutions are encouraged to request funds to purchase materials (not equipment) which will improve the storage conditions

for the conserved object(s).

The Council recognizes that many of the richest collections of Massachusetts exist in the state's smaller historical societies, libraries, historical commissions, etc. whose collections needs differ from those of large, professionally staffed cultural organizations. In order to better fulfill these diverse needs, the Council will review applications for both Small and Large conservation awards (please see below).

Who is Eligible

Applicants for Conservation Treatments and Storage funds must be municipal agencies or nonprofit, tax-exempt institutions (including, but not limited to, art museums, historical societies, libraries, and historical commissions), approved under section 501(C)(3) of the United States Internal Revenue Code, and incorporated in the Commonwealth of Massachusetts. Applicants must also be in compliance with the filing requirements of the Office of the Secretary of State.

Small awards

Applicants for Small Conservation Treatments and Storage awards must demonstrate that their proposal is part of a long-range conservation plan. This can be demonstrated by funds reserved for conservation in the institution's annual budget, and/or by evidence that the institution's collection has been professionally surveyed.

Large awards

Applicants for Large Conservation Treatments and Storage awards must demonstrate a long-term commitment to conservation as evidenced by the following:

- Funds reserved for conservation in the applicant's annual budget;
- An *active* long-term plan for conservation including plans for collections management, proper storage and climate control, and evidence that progress is being made in accordance with this plan;
- At least one professional staff member who has training in collections care and regularly oversees the maintenance of the applicant's collection.

Council staff is available to assist organizations in determining the appropriate request range.

Review Criteria for Small and Large Awards

In reviewing applications, the panel will consider the following factors:

- Artistic or historic merit of the material to be conserved;
- Qualifications of the conservator(s) to be employed;
- Reasonable and appropriate estimate for conservation work and project budget;

- Importance of the material to the applicant organization's collection and mission;
- Accessibility of the material to the public;
- Capacity of the applicant to care for the material once it has been conserved;
- The need for consumable materials appropriate for storing the object(s) proposed for conservation treatment (when applicable).

What the Council Will Fund	The Council will offset up to fifty percent of the conservator(s)' fee and fifty percent of the cost of professional collections storage materials. Consumable materials are those which have a shelf life of less than one year or cost less than \$100. Examples include acid-free boxes, tissue, and acetate sleeves.	The Council will not offset costs for indexing, cataloguing, exhibitions, construction, preparation for camera, shipping, insurance, curatorial and research expenses.
Request/Award Size	Requests for Small awards must be a minimum of \$1,000 and cannot exceed \$4,000 over two years.	Requests for Large awards must be over \$2,000 and cannot exceed \$15,000 over two years.
Matching Requirement	The Council requires Conservation Treatments and Storage awards to be matched on a one-to-one basis. Matching funds can come from a variety of sources, including the applicant's operational budget, local arts lottery councils, local businesses, federal conservation pro-	grams, etc. Small conservation projects must occur between July 1, 1987 and June 30, 1989; Large conservation projects must occur between October 1, 1987 and June 30, 1989.



COLLECTIONS MANAGEMENT

Collections Management provides two-year awards for service organizations to help cultural institutions assess or survey their conservation needs and provide them with training in collections care. Requests will be accepted for site visits,

collection evaluations, workshops, and distribution of information on conservation and training in collections care. Programs should be implemented over a two-year period in order to allow maximum time for development and promotion.

Who is Eligible

Conservation laboratories, museums with a professional conservator on staff, and service organizations are eligible to apply for Collections Management funds. Eligibility is not limited to Massachusetts institutions; however, cultural

institutions to be served through the proposed project must be tax-exempt, nonprofit organizations, incorporated in Massachusetts (see eligibility requirements on page 6).

Review Criteria

In reviewing applications, the panel will consider the following factors:

- Quality of program design, including clearly articulated goals and strength of educational plan;
- Quality of program evaluation, including plans for follow-up to organizations served;
- Professional qualifications of training staff;

- Experience and long-term commitment to providing educational services in conservation;
- Plans to recruit organizations needing assistance, especially institutions whose collections reflect the culture and heritage of low income and third world populations, and institutions located in underserved cities and towns;
- Reasonable and appropriate budget.

What the Council Will Fund

The Council will support the cost of staff and/or time of consultant(s) in conducting training and consultation; program consumables required for training and production of survey reports; promotion or advertising pertaining to the program; in-state travel for staff/consultants involved in training and/or consultation.*

The Council will not cover support services related to exhibitions, fundraising, and other museum activities. It will not cover the cost of estimates on projects of groups applying for funds through the Conservation Treatments category of Historic Conservation.

*The Council prefers not to allow its funds to offset the cost of travel. If travel expenses are crucial to the implementation of a project funded by the Council and the contractor can show that other sources of support are not available for this expense, the Council will cover travel expenses under the following conditions:

- a. Economy rates must be used;
- b. The contractor must show that it sought the lowest possible rate for travel (on contracts where busses or vans are used for transportation, the contractor must demonstrate that it solicited bids to do so);
- c. All contractors must provide receipts to the Council for travel expenditures.

Request/Award Size	Awards in Collections Management will not exceed \$35,000 over two years.
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Matching Requirement	The Council does not require Collections Management awards to be matched. However it will look for evidence of income generated through reasonable fees charged for services and efforts of the applicant to absorb administrative costs. The
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Council encourages all applicants to seek financial support from additional sources.

Collections Management services must be rendered between October 1, 1987 and June 30, 1989.

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Massachusetts Council on the
Arts and Humanities
80 Boylston Street, 10th floor
Boston, Massachusetts 02116

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(617) 727-3675 Information tape